

SAMPLE SCREENING RUBRIC – ACCOUNTANT III

Use this rubric to evaluate the candidate’s experience, knowledge, education, and competencies during the screening process.

	Strong Evidence	Moderate Evidence	Minimal Evidence	Unable to Judge	Comments
<p>Experience, Knowledge, and Education:</p> <ul style="list-style-type: none"> • Bachelor’s degree in an appropriate are of specialization • Four years of experience 					
<p>Problem Solving:</p> <ul style="list-style-type: none"> • Gains agreement on the problem-solving process, risk assessment, decision points, and criteria. • Predicts and explains long-term trends and implications for alternatives. • Monitors industry for best practices and new techniques in problem-solving. • Successfully organized problem solvers and stakeholders for high-impact problems. • Trains others in the process of eliciting alternatives and assessing their impact. • Orchestrates the resolution of high-impact and cross-functional problems. 					
<p>Accuracy & Attention to Detail:</p> <ul style="list-style-type: none"> • Supports and communicates the organization’s quality management process. • Discusses the value and associated costs of formal walkthroughs. • Designs techniques for measuring the cost and impact of errors. • Evaluates manual and electronic tools and techniques for enhancing accuracy. • Coaches others in methods of identifying and correcting errors, oversights and omissions. • Monitors the industry for new tools and techniques in assuring accuracy. 					

<p>Commitment to Diversity:</p> <ul style="list-style-type: none"> • Sees the value of cultural, ethnic, gender, and other individual differences in people. Supports an environment of learning about, valuing, encouraging, and supporting differences. • Seeks different points of view and leverages diverse perspectives in group processes and decision-making. Checks own views against the views of others. • Listens to and objectively considers the ideas/input of others. Respects the talents and contributions of all individuals and listens to. 					
<p>Position-Specific Competency</p> <ul style="list-style-type: none"> • Experience processing biweekly journal entries, reversal adjustment processing, and payroll run processing. • Extensive knowledge of off-cycle processing, third-party vendor adjustments, and reconciliation of payroll. • Thorough understanding of how to prepare and remit federal employment taxes on a weekly basis. including verifying data on employee’s records and adjustments in myUFL. 					

FOR ADDITIONAL ASSISTANCE

Policies & Directives

Talent Acquisition & Onboarding

352-392-HELP

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